

Delray CRA Funding, *Cumulative* Quarterly Performance Report: Quarter __ Fiscal Year 2019-20

Organization _____ **Contact Person** _____

Program/Project A Name _____ **Program/Project B** _____

Instructions:

1. Name the file: **Organization Name, Perf Report, Qtr #__, FY __-__.doc**, and fill in the footer.
2. **Complete a separate Quarterly Report for each program/project.** Copy-and-paste the table below in each report as needed to address each Key Activity within each program/project. Measurable Indicators for Outputs and Outcomes may be copied-and-pasted from the Evaluation Plan for each Key Activity.
3. For each activity/indicator, present and discuss *specific CUMULATIVE results/data* to demonstrate progress toward outputs and outcomes included in the organization’s approved Funding Evaluation Plan. Include comments relative to the current reporting period as appropriate. Discuss any changes made to approved evaluation processes, including rationale and who/how changes were authorized. *Reference and attach documentation to back up the response; back up materials may be submitted as electronic files and/or in hard copy.*
4. Indicate with an “X” whether progress exceeds, is on track, or is falling behind expectations at this time. If falling behind, discuss why and provide plans to address.
5. Complete the Narrative Response section.
6. The Report must be signed by the organization’s chief executive and Board leader to indicate their review and approval; type in the names and correct titles of those individuals under the signature line.
7. **Delete these instructions before saving the final report.**
8. Complete the combined and program-specific Quarterly Budget Reports (separate files).
9. Submit both electronic and hard copies of the full report, including program and budget components, to:
Krista Walker, Contract Manager Community Redevelopment Agency, 20 N. Swinton Avenue, Delray Beach, FL 33444 walkerk@mydelraybeach.com

PROGRAM/PROJECT _A _B ACTIVITY #__:	
Outputs / Measurable Indicators →	Results / Discussion / Specific data to demonstrate progress
	<input type="checkbox"/> Progress exceeds expectations at this point in time <input type="checkbox"/> On track to meet annual expectations <input type="checkbox"/> Behind expectations – why and plans to address
Outcomes / Measurable Indicators →	Results / Discussion / Specific data to demonstrate progress
	<input type="checkbox"/> Progress exceeds expectations at this point in time <input type="checkbox"/> On track to meet annual expectations <input type="checkbox"/> Behind expectations – why and plans to address

